



**Adult Education  
and Literacy**

**Missouri**

**2012-2013**

**Annual  
Performance  
Report**

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**Missouri Department of Elementary and Secondary Education  
Jefferson City, MO**

# **MISSOURI NARRATIVE REPORT 2012-2013**

Missouri's AEL program continues to improve the services and instruction offered to eligible students. This is evidenced by the improved performance in the negotiated performance measures established for Fiscal Year 2014. The State AEL office continues to provide support and guidance to local AEL programs in establishing better methods to evaluate and analyze program data and program processes in order to determine areas of strength and areas that need improvement. The State AEL office has emphasized to the local AEL program directors to make this process of evaluation an integral part of their overall administrative responsibilities, not just something they do once a year. From what we have heard and looking at the improvements made in the state's performance, local program directors and staff are making an effort to look at their data and are making adjustments to their programs accordingly.

## **PART I – SUCCESSFUL ACTIVITIES, PROGRAMS, AND PROJECTS**

### **AEL STATE ADVISORY COMMITTEE**

The Missouri AEL program established a State Advisory Committee in Fiscal Year 2009. All local AEL directors are invited to serve on this committee and approximately 25% of the directors (12) regularly attend. The committee meets quarterly, via web conference or face-to-face. The committee's task is to provide an opportunity for State AEL office staff to discuss issues and topics affecting the AEL program in Missouri with AEL directors. This has proven to be a very effective way for local AEL directors to ask questions and discuss various concerns and problems that may be affecting local AEL programs.

### **STAR (STUDENT ACHIEVEMENT IN READING) PROJECT**

Missouri continues to offer and support the STAR program. In FY '13, two STAR cohorts completed the training series. STAR implementation is being sustained in the state through plans to recertify one of the trainers that has been working in Missouri since the state's participation as a pilot STAR state. The state is also adding a new certified STAR trainer. AEL teachers and directors across the state comment how effective this program has been and that many of the strategies and techniques used in the STAR program are transferable to other content areas.

### **MISSOURI ADULT EDUCATION AND LITERACY PROFESSIONAL DEVELOPMENT**

The State AEL office has committed itself to providing high quality professional development necessary to make a difference in Missouri's adult student population. Missouri requires that every teacher providing instruction must be certified as an AEL teacher. The certification requires on-going professional development to maintain certification.

Missouri AEL contracts with Missouri Training Institute (MTI) from the University of Missouri, Columbia to develop and deliver focused, high-quality, face-to-face training opportunities for AEL teachers and directors. In cooperation with the state office, MTI offers workshops that are data-driven as well as responsive to the needs articulated by learners, teachers, and directors.

Missouri networked with two OVAE-funded initiatives to provide evidence-based professional development activities throughout the state. The Literacy Information and Communication

System (LINCS) was accessed to provide a state-wide professional development tour. The two topics that were presented in this five-city tour focused on increasing rigor in math instruction and utilizing technology in the classroom. ESL teachers in Missouri participated in a suite of activities from ELL-U, another OVAE-funded initiative.

Missouri networked with the Literacy Information and Communication  
A summary of the MO AEL PD activities are listed in the following table.

### **Summary of Fiscal Year 2013 Workshops and Training**

<b>TYPE OF WORKSHOP</b>	<b>NUMBER OF TRAININGS</b>	<b>DURATION OF TRAINING</b>	<b>TOTAL NUMBER OF PARTICIPANTS</b>
Pre-Certification Workshop (PCW)	10	12 hours over 2 days	189
Beginning Teacher Assistance Program (BTAP)	15	6 hours	326
Career Awareness and Missouri Connections	25	6 hours and 4 hours	459
ESL Classroom topics: Culture in the ESL Classroom U. S. Citizenship: The Basics Challenges in the ESL Classroom Making the CASAS Work for You	17	4—6 hours	285
Data Management and ACES (MIS) training	28	4 hours	547
GED Math topics: Algebra Geometry Math Basics Teaching Critical Thinking and Problem Solving	23	4 hours	390
OVAE Initiative/LINCS: Adult Numeracy Institute	1 Cohort group of 41	3 2-day sessions of 7 hours	41 x 3=123
GED Social Studies and Science	4	4 hours	76
Topical Workshops: Dealing with Difficult Students; Engaging the Millennial Learner; Customer Service; Time Management Performance Management Leading Change Leading Your Crew Learning Leaders	29	(hours vary: 4-10)	483
Student Achievement in Reading Institutes	2 Cohort Groups: 42, 59	3 2-day sessions of 12 hours	101

Technology: Edmodo	4	6 hours	40
ELL-U: Learner-Centered Practice in Adult ESL	1	6 hours	44
LINCS across Missouri: Emerging Technologies in AEL Classroom Preparing Students for College-Level Mathematics	12	4 hours	213
ELL-U: Student-Centered Practices in AEL Classroom	44	6 hours	1
<b>TOTAL</b>	175 workshops		<b>3,276</b>

## **MISSOURI AEL-PD WEBSITE**

Missouri Training Institute maintains a website housed on the University of Missouri's server at: <http://mti.missouri.edu/adult-education-literacy.php>. It is updated weekly and lists workshop topics and descriptions, a calendar of events, information about the PCW and BTAP, resources for directors, resources for teachers, contact information for MTI staff, ACES information, and an overview of MTI.

## **OTHER STATEWIDE ACTIVITIES**

### **Customized and On-Demand Professional Development**

Besides the face-to-face workshops developed and delivered by Missouri Training Institute, directors and teachers may receive professional development credit for other approved activities. Directors may develop professional development offerings unique and customized for their program needs for their teachers. Also, various nationally-recognized virtual PD opportunities have been approved by the state office for credit, including LINCS and ELL-U online courses.

### **Professional Development (PD) Committee**

The Missouri AEL PD Committee meets on a quarterly basis. This committee provides guidance and input to the State AEL office on the professional development and training needs of our AEL programs. The PD Committee is comprised of the MTI staff, State AEL office staff, and AEL local program directors.

Based on this direction and guidance, Missouri Training Institute develops trainings and workshops that are presented to Missouri's AEL teachers by the MTI staff.

### **Missouri Association for Adult Continuing and Community Education (MAACCE)**

Missouri's State AEL office has been a strong supporter of this association. State staff serves on the committee and provides guidance and input into the association's work of providing

professional development opportunities to its members. This is done primarily at the association's annual summer conference. A large number of our AEL teachers and directors belong to this professional association and attend the conference. At the 2013 conference, State AEL office staff provided sessions pertaining to the closeout of the GED, the new test coming in 2014 and formative assessment.

## **FISCAL YEAR 2013 AEL DIRECTORS' CONFERENCES**

The State AEL office sponsors two AEL Directors' Meetings each fiscal year.

The Fall AEL Directors' Meeting was held October 3-5, 2012, in Osage Beach, Missouri.

Session topics were:

- GED Update and Instructions
- Certification Updates
- Online Certification Applications
- On-Site Review Documents
- Data Management
- Professional Development Update
- Deferred Action for Childhood Arrivals
- Missouri Connections

The Spring AEL Directors' Meeting was held May 29-31, 2013, in Osage Beach, Missouri.

Session topics were:

- GED/High School Equivalency Test Update
- Accommodations
- GED Closeout
- Certification/PD Report
- Outcomes
- Missouri Connections
- Performance and Data Entry
- Professional Development Offerings
- PD Requests
- GED Online
- Post-testing

## **GED ONLINECLASS**

The GED OnlineClass program continues to be a valuable instructional option for Missouri adult learners.

Missouri's ongoing "hub" model utilized five full-time online teachers teaching the program. Numbers continue to show that this has brought more efficiency and quality to the program. In Fiscal Year 2012, a more rigorous orientation was implemented in the program. In FY 13, the

program adopted a new name and web address to be used in FY 14, MO Learns ([www.molearns.com](http://www.molearns.com)). The program is also adding rigor to the curriculum in preparation for the new high school equivalency test. Missouri was recently contacted by the British embassy to discuss Missouri's distance learning model for possible implementation in Great Britain.

- **Student Enrollment**

In Fiscal Year 2013, 2,386 students enrolled as GED OnlineClass students. To be enrolled, a student completes an online screening procedure and then takes the TABE test at a local AEL class site. Students are then assigned an online teacher and given access to the classroom and work on their assignments. Those students accrued 142,761 learning hours in the online classroom. This is a 30% increase in learning hours over Fiscal Year 2012. During Fiscal Year 2013, 78% of GED OnlineClass students who post-tested, progressed a level.

- **Curriculum**

The GED curriculum, created by Missouri AEL teachers, continued to be evaluated and updated as needed. *Skills Tutor* continued to be utilized for students working below the GED level. GED OnlineClass teachers have also been using Adobe Connect to host and record lessons via a webinar format.

## **PROJECT IDEAL**

Missouri again participated in activities associated with Project IDEAL (Improving Distance Education for Adult Learners). During Fiscal Year 2013, state managers as well as a teacher attended Project IDEAL's Workshop at the University of Michigan.

## **CAREER AWARENESS**

In Fiscal Year 2012, Missouri's professional development vendor provided Career Awareness workshops throughout the state. In Fiscal Year 13, both the Career Awareness workshop and the Missouri Connections workshop were well attended. Missouri Connections also worked to have their system updated in August of 2013.

## **PART II – SIGNIFICANT FINDINGS**

Missouri continues to emphasize local program improvement. The state has focused on encouraging students to stay the minimum amount of hours for post-testing. Students staying longer in classrooms, combined with focus on instruction contributed to our continuous performance improvements.

In Fiscal Year 2013, 29,349 students were enrolled into Missouri's MIS system (ACES). Of those students enrolled into our program, 27,888 persisted 12 hours or more and were pre-tested – a ninety six (95%) persistence rate. This is the same as last fiscal year's persistence rate. Missouri continues to focus on local programs setting expectations with their students and more intensive use of managed intake.

### **CORE OUTCOME MEASURE #1 (EDUCATIONAL GAIN)**

The table below shows that ninety-nine percent (99%) of all students enrolled in Fiscal Year 2013 were administered a pre-test, which matches 2012. In Fiscal Year 2013, 70.4% of the participants who persisted in classes for 12 hours and given pre-tests were administered post-tests, compared to 71.3% in Fiscal Year 2012.

Eighty-five percent (85.3%) of the Fiscal Year 2013 post-tested participants completed an educational functioning level or advanced to higher educational functioning levels, a gain from 84% in Fiscal Year 2012. We attribute this increase to local AEL programs' focus on quality instruction and preparation.

Fiscal Year	2006	2007	2008	2009	2010	2011	2012	2013
Students Pre-Tested	97.0%	98.2%	96.7%	98.6%	98.9%	99%	99%	99%
Students Post-Tested	56.5%	61.0%	59.3%	63.1%	65.2%	70.9%	71.3%	70.4%
Students Who Progressed	56.5%	57.1%	59.4%	66%	74%	81%	84%	85.3%

### **CORE OUTCOME MEASURE #2 (Entered Employment)**

Thirty-four percent (34%) of the Fiscal Year 2013 participants who persisted in classes 12 hours or more, self-identified as unemployed, and exited became employed. This was a decrease from forty-five percent (45%) reported in Fiscal Year 2012. This is the first year Missouri reported under the new rules.

### **CORE OUTCOME MEASURE #3 (Retained Employment)**

Individuals were classified as employed or unemployed at entry on the basis of their answers to a question regarding employment status at time of enrollment. Individuals were in the calculation

if they were identified as employed at the time of enrollment or unemployed but employed in the quarter following AEL exit.

Individuals were counted as having retained employment if they were employed in the third quarter after the quarter of AEL exit. Sixty-eight percent (68%) of the Fiscal Year 2013 participants “retained employment”. This is the first year Missouri reported under the new rules. This was higher than the sixty-five percent (65%) reported in Fiscal Year 2012. Students are highly motivated to improve their academic skills and/or obtain their high school equivalency in order to keep their job.

#### **CORE OUTCOME MEASURE #4 (Receipt of a Secondary School Diploma or GED)**

In Fiscal Year 2013, 6,288 students persisted for 12+ hours, pre-tested, took all parts of the High School Equivalency (HSE) test, and exited Missouri’s programs; of those, 4,963 achieved their HSE between July 1, 2012 and December 23, 2013, an eighty (80%) success rate.

#### **CORE OUTCOME MEASURE #5 (Placement in Postsecondary Education or Training)**

Seventeen percent (17.6%) of the Fiscal Year 2013 participants who persisted in classes 12 hours or more, exited, and either had a secondary credential or was awarded one in the reporting year.

### **PART III – INTEGRATION ACTIVITIES**

- Ongoing efforts continue to integrate a variety of services in Missouri’s AEL programs. Local AEL programs continue to ensure services are coordinated to provide customers optimum service and improve Workforce Investment Act (WIA) performance results. Local adult education programs continue to be represented on the local Workforce Investment Boards. The Department of Elementary and Secondary Education’s Commissioner of Education serves as the adult education representative on the Missouri Workforce Investment Board (MO-WIB).
- The State of Missouri has developed an online resource to assist in career planning, exploration and developing education plans. This resource is called Missouri Connections ([www.missouriconnections.org](http://www.missouriconnections.org)). Our AEL programs were first introduced to this resource last spring and we intend to incorporate it’s usage in all of our local AEL programs.
- Missouri supported partner activities and services within Missouri’s One-Stop System. Title II “One-Stop Participation” funds were allocated according to instructional time generated at AEL class sites co-located within One-Stop, Missouri Career Centers (MCC). These funds were provided to support common operations within the One-Stop (i.e. salary of a shared receptionist, office supplies, office equipment, and service contracts that benefit all partners). There were 20 AEL programs offering AEL classes in “comprehensive” MCCs.
- Missouri AEL is a participant in the Department of Elementary and Secondary Education’s longitudinal system. The system is in place but AEL is not receiving data at this time. We hope to benefit from this information in the future.

## **PART IV – EL/CIVICS**

In Fiscal Year 2013, there was an increase in the number of students enrolled in English Literacy (EL)/Civics classes. A total of 1,674 students persisted at least 12 hours and were pre-tested in the programs. Of those who persisted, 1,331 were post-tested (an 80% rate) and 920 showed NRS level progression – a fifty-five percent (55%) rate.

The teaching of United States government and history was a required component in all EL/Civics programs. State wide the pass rate for the government and history post-test was 85%.

Civic engagement topics instructed in local programs included money management, volunteerism, holiday traditions, current events, computer literacy, and time management.

Local EL/Civics class activities included presentations by representatives of local government agencies such as the local police department, fire department, City Hall, and local library. Other activities included how to read road signs, trips to local grocery stores, and where to find social services.

EL/Civics activities in the state were based on the grants awarded in the statewide competition conducted in the spring of 2011. The EL/Civics program operates on a three year grant cycle. The participating programs in the EL/Civics grants for Fiscal Year 2013 were:

Cape Girardeau School District  
Crowder College  
North Kansas City School District  
Parkway School District  
Ritenour School District  
Rockwood School District  
St. Charles Community College  
State Fair Community College  
Ozark Technical College  
Independence School District  
St. Louis Public Schools  
State Fair Community College